

## Groupware Architecture

<b>Title</b>	<b>Secure E-mail for State Government Agencies</b>
<b>Category</b>	<b>Groupware Architecture</b>
<b>Applicability</b>	<b>State Government Agencies</b> (See the "Applicability" section below.)
<b>Status</b>	<input type="checkbox"/> <b>Standard</b> - A degree or level of requirement that all jurisdictions should use, which would be enforceable by duly authorized entities. With any standard, there may be circumstances that merit exceptions. <input checked="" type="checkbox"/> <b>Guideline</b> - A statement of general policy or procedure by which to determine a course of action. Adherence is voluntary.
<b>Date Adopted</b>	<b>DRAFT</b>
<b>Date of Last Revision</b>	<b>August 8, 2002</b>
<b>Date of Next Review</b>	<b>June 2004</b>

### A. Authority

Section 86-516 (6). "[The Nebraska Information Technology Commission shall] adopt minimum technical standards, guidelines, and architectures upon recommendation by the technical panel."

### B. Purpose and Objectives

The purpose of this guideline is to provide state government agencies a suggested technical solution for sending and receiving e-mail and electronic documents that require secure transmission.

Some agencies that handle sensitive information may need to securely transmit such information electronically. E-mail messages and documents sent over the Internet are generally sent in a non-secure format; however, there are various methods available to secure e-mail messages and electronic documents. This guideline recommends one method for use by state government agencies, but does not preclude an agency from using another method.

IMServices is developing a secure, Web-based document transmission system for Health and Human Services. The system, known as Secure Information Xchange (SIX), is expected to be operational by January 2003, and has been designed to allow other agencies to utilize this secure method of document transmission.

The Technical Panel will periodically review this guideline and the technical solution chosen to ensure it continues to meet the needs of state agencies.

### C. Guideline

State agencies needing to send or receive secure electronic communications should consider utilizing the Secure Information Xchange system, the Web-based document transmission system maintained and hosted by IMServices. Agencies are encouraged to contact IMServices for more information.

Agencies utilizing a secure, electronic communications system should develop policies for the use of such a system within their agency.

**Groupware Architecture****D. Key Definitions**

Secure E-mail means a system for sending electronic messages and attached documents over a computer network in a manner in which the message and attached documents are protected from unauthorized access.

**E. Applicability**

State Government Agencies - Agencies needing secure e-mail and electronic document transmission are encouraged to utilize the Secure Information Xchange system maintained and hosted by IMServices.

**F. Responsibility****G. Related Policies, Standards and Guidelines**

(<http://www.nitc.state.ne.us/standards/>)  
E-mail Standards for State Agencies  
Security Policies